

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 23, 2000

COUNTY FISCAL LETTER (CFL) NO. 99/00-62

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: MONTHLY GROUP HOME VISITS CLAIMING PROCESS

REFERENCE: CFLs No. 98/99-18, 98/99-45, 98/99-52,
99/00-04, and All County Letter (ACL) No. 98-81.

The purpose of this letter is to provide County Probation Departments (CPDs) with revised claiming instructions for Monthly Group Home Visits.

BACKGROUND INFORMATION

Senate Bill (SB) 933, Chapter 311, Statutes of 1998, requires all foster children placed in group homes (in or out of state) by County Welfare Departments (CWDs) or CPDs to be visited 1 time per month by a county social worker or probation officer.

PROBLEMS WITH CLAIMING PROCESS

The California Department of Social Services (CDSS) has identified the following issues with the claiming process and implemented changes to the County Expense Claim (CEC) to resolve these problems effective with the March 2000 quarter.

The identified issues are that some CPDs are discounting their costs prior to listing costs on the invoice submitted to the CWD for reimbursement which caused the CPD costs to be double discounted; also, there was no program code (PC) to claim the nonfederal costs.

- CPDs submit their expenditures on an invoice to the CWD for inclusion on the CEC for reimbursement. These costs are then automatically discounted. The discount is based on the CWDs federal/nonfederal caseload, and not the CPDs caseload, which could result in a different nonfederal ratio for some counties.

- Once the CPDs discounted their invoices, there was not a Program Code established to fund the nonfederal costs with 100% SGF. The entire amount discounted was county only.
- A State Use Only Code (SUO) was needed to shift the nonfederal costs to county only after the Group Home Monthly Visit Allocation has been exceeded.

In addition, the Monthly Group Home Visit costs are discounted based on the nonfederal ratio that is calculated using the CWDs and CPDs total Foster Care (FC) caseloads. The question has been raised if the ratio should be developed using only the FC group home caseloads.

The Fiscal Policy Bureau (FPB) is currently researching whether or not the entire CWD and CPD federal and nonfederal FC caseloads should be used to establish the nonfederal discount ratio, or if only the FC group home caseloads should be used.

NEW CLAIMING INSTRUCTIONS

The CDSS has implemented changes to the CEC to resolve the issues listed above. The following is a list of the Program Codes and claiming instructions that have been issued for CPDs effective with the March 2000 quarter:

Program Codes:

| <u>PC</u> | <u>Description</u> | <u>Funding</u> |
|-----------|--|----------------|
| 579 | Monthly Visits/Group Homes/Probation | 50/50/00/00 |
| 581 | Non-federal Monthly Visits/Group Homes/Probation | 00/100/00/00 |

(Funding is Federal/State/Health/County respectively).

- The nonfederal discount ratio will no longer be automatically applied to PC 579 by the CEC.
- CPDs should apply their own nonfederal discount ratio before the costs are listed on the invoice and claimed to Program Identifier Number (PIN) 579059.
- CPDs will continue to report all of the federally eligible costs associated with visiting FC care children in group home placements to PIN 579059, Monthly Visits/Group Home/Probation.
- PIN 581059, Non-federal Monthly Visits/Group Home Probation, which is funded with 100% SGF, has been established so CPDs can report the nonfederal costs after they apply their own nonfederal discount ratio.
- SUO Code 329, Group Home Monthly Visit-Probation is being used to shift state costs that exceed the total Probation Group Home allocation to the county.

As indicated in CFL 99/00-04, any surplus funds will be redistributed among those counties who overspent their allocation. As part of this redistribution, surplus funds will be used to cover costs previously shifted to the county.

The CDSS will be conducting a survey to identify the CPDs that had their expenditures double discounted. The affected CPDs will be given instructions on how the adjustments will be made to make up for the loss in Federal Financial Participation.

If you have any questions, or would like to discuss the contents of this letter, please contact your county analyst in the Fiscal Policy Bureau at (916) 657-3440.

Sincerely,

***Original Document Signed By
Jarvio A. Grevious On 5/23/00***

JARVIO A. GREVIOUS
Deputy Director
Administration Division

Attachments

c: CWDA